



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 12/15/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 18 1972	Date Completed 471 DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Data & Inventory Bureau - Mapping & Drafting Branch No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Steve Kasmerski	
		5. Working Title Chief Cartographic Unit	6. Tel. No. 656-5361

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1960 - To Date	9. Exact Series Title Road Condition Bulletin Map File
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10. What is the function of the office in which this record series is created?

The function of the office in which this record series is created is to draft and revise all transportation maps for the Department. This includes not only highway maps, but maps for other modes of transportation as well. Reference copies of the maps are maintained for intradepartmental use and for sale to the general public. Maps are reviewed and approved by the Federal Bureau of Public Roads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the drafting and updating of a map depicting all highway construction projects and their relation to the traveling public.

Included are: Base map original
Overlay Original

The file is arranged by the type of map.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	1	1.5		$\frac{1}{2}$.75		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	10	10	-	-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

See attached page for explanation of yes answers.

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☒ [] []
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The original is updated monthly. The original usually wears out within a two year period and must be replaced.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Continuous, then:

- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

Hold in current files area until superseded; destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

SEE ATTACHED PAGE

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>W. Bradford</i>	12/11/72	<i>[Signature]</i>	12/15/72
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nelson</i>	12-27-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carole Hale</i>	12/14-72
	SECRETARY OF STATE/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Shell</i>	12-27-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS
COMMITTEE